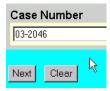
Registration of Foreign Judgment

STEP 1 Click the **Bankruptcy or Adversary** hyperlink, whichever is appropriate, on the **Main Menu** then click on **Miscellaneous**.





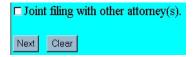
STEP 2 The Case Number screen displays.



- **♦** Type in the Case Number.
- ♦ Click on the **Next** button.
- STEP 3 The select type of document screen displays.



- ♦ Scroll down the options and highlight **Registration of Foreign Judgment**.
- ♦ Click on the **Next** button.
- The **Joint filing with other attorney(s)** prompt displays.



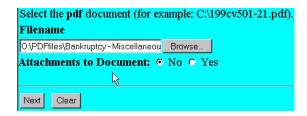
- ♦ Click in the **Joint filing with other attorney(s)** box only if this is a joint filing to add any additional attorneys.
- ♦ Click on the **Next** button.

STEP 5 The Select the Party screen displays.



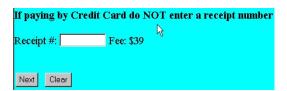
- ♦ Click on the party(s) name.
- ♦ Click on the **Next** button .

STEP 6 The Select the pdf document screen displays.



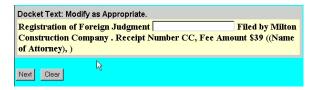
- ♦ Type the path and file name in the blank box, or
- ♦ Click on the **Browse** button to navigate to the appropriate directory and file.
- ♦ If there are no attachments to the document, click on the **Next** button.

STEP 7 The Fee screen displays.

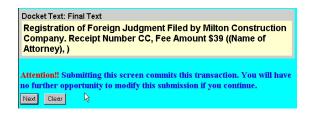


- ♦ Leave the Receipt #: field blank. The **Fee:** amount shown will be charged to your Credit Card as displayed at the end of this event.
- ♦ Click **Next** to continue.

STEP 8 The Docket Text: Modify as Appropriate screen displays.



- ♦ Add appropriate text if needed.
- ♦ Click on the **Next** button.
- The **Docket Text: Final Text** screen displays. This is your **last** opportunity to make corrections to your entry.



- ♦ Verify the final docket text. If correct, click on the **Next** button.
- ♦ If the final docket text is incorrect, you must click on your *Browser's* **Back** button to correct your entries.
- To abort or restart the transaction, click on the **Bankruptcy** hyperlink on the Menu Bar.
- STEP 10 A Summary of Current Charges: screen displays.



- ♦ Clicking on **Pay Now** will generate the charge to your account as a single charge to your account.
- ♦ Clicking on **Continue Filing** will tally your charges to allow you to make a single charge for multiple filings.

The Notice of Electronic Filing screen will display showing the essential data for **STEP 11** this filing. Scroll down to view the entire receipt.

Notice of Electronic Filing

The following transaction was received from (Name of Attorney), entered on 7/13/2004 at 2:32 PM

EDT and filed on 7/13/2004

Milton Construction Company v. Doefield Case Name:

Case Number: 2:03-ap-02046

Document Number: 13

Docket Text:

Registration of Foreign Judgment Filed by Milton Construction Company. ((Name of Attorney),)

The following document(s) are associated with this transaction:

Document description:Main Document

Original filename:O:\PDFfiles\Bankruptcy - Miscellaneous.pdf